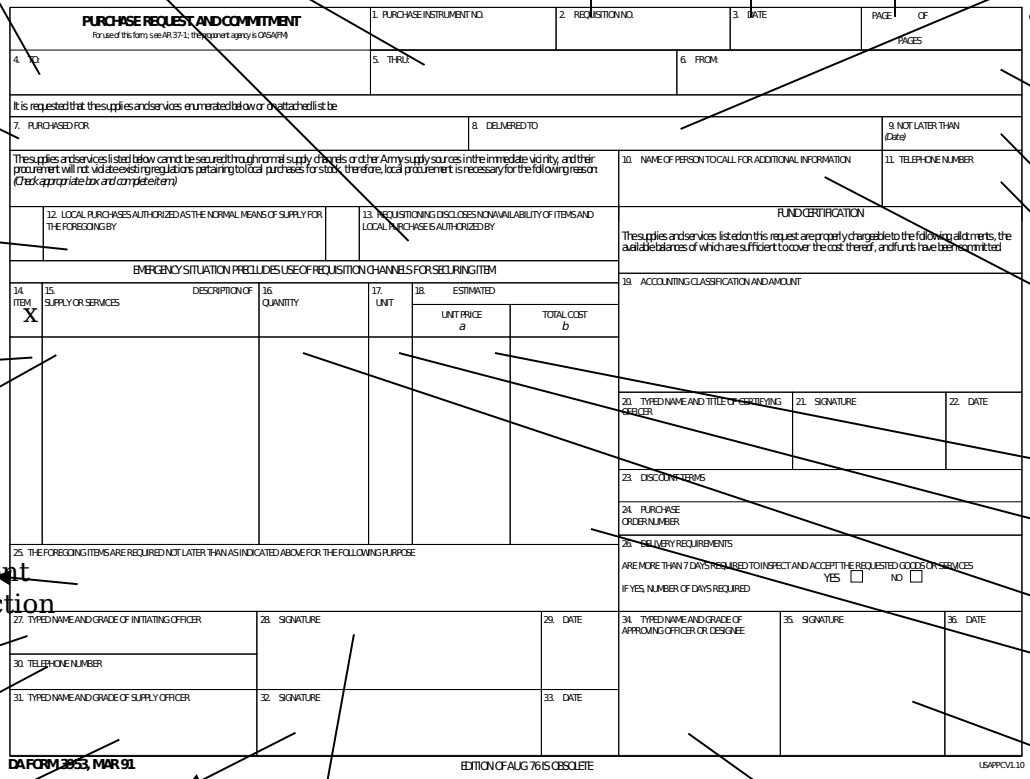
DA FORM 3953 (PR&C) INSTRUCTIONS


PURCHASE REQUEST AND COMMITMENT
For use of this form, see AR 37-1; the proponent agency is OASA(FM)
1. PURCHASE INSTRUMENT NO.
2. REQUISITION NO.
3. DATE
PAGE
OF
PAGES
4. TO:
5. THRU:
6. FROM:
It is requested that the supplies and services enumerated below or on attached list be
7. PURCHASED FOR:
8. DELIVERED TO:
9. NOT LATER THAN (Date)
These supplies and services, listed below, cannot be secured through normal supply channels, or other Army supply sources in the immediate vicinity, and their procurement will not violate existing regulations pertaining to local purchases for stock; therefore, local procurement is necessary for the following reason: (Check appropriate box and complete item)
10. NAME OF PERSON TO CALL FOR ADDITIONAL INFORMATION
11. TELEPHONE NUMBER
12. LOCAL PURCHASES AUTHORIZED AS THE NORMAL MEANS OF SUPPLY FOR THE FOREGOING BY
13. REQUISITIONING DISCLOSES NONAVAILABILITY OF ITEMS AND LOCAL PURCHASE IS AUTHORIZED BY
FUND CERTIFICATION
These supplies and services listed on this request are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof, and funds have been committed
EMERGENCY SITUATION PRECLUDES USE OF REQUISITION CHANNELS FOR SECURING ITEM
14. ITEM
X
15. DESCRIPTION OF SUPPLY OR SERVICES
16. QUANTITY
17. UNIT
18. ESTIMATED
UNIT PRICE a
TOTAL COST b
19. ACCOUNTING CLASSIFICATION AND AMOUNT
20. TYPED NAME AND TITLE OF CERTIFYING OFFICER
21. SIGNATURE
22. DATE
23. DISCOUNT TERMS
24. PURCHASE ORDER NUMBER
25. THE FOREGOING ITEMS ARE REQUIRED NOT LATER THAN AS INDICATED ABOVE FOR THE FOLLOWING PURPOSE
26. DELIVERY REQUIREMENTS
ARE MORE THAN 7 DAYS REQUIRED TO INSPECT AND ACCEPT THE REQUESTED GOODS OR SERVICES
YES
NO
IF YES, NUMBER OF DAYS REQUIRED
27. TYPED NAME AND GRADE OF INITIATING OFFICER
28. SIGNATURE
29. DATE
30. TELEPHONE NUMBER
31. TYPED NAME AND GRADE OF SUPPLY OFFICER
32. SIGNATURE
33. DATE
34. TYPED NAME AND GRADE OF APPROVING OFFICER OR DESIGNEE
35. SIGNATURE
36. DATE
DA FORM 3953, MAR 91
EDITION OF AUG 76 IS OBSOLETE
USAPPCV1.10

Leave blank

Put “C-8 Resource Management Camp Victory Iraq”

Requesting units document number for all non property book items. PBO document number for all property book items.

Date prepared

Number of pages

If it is a PBO item put ”Property Book Officer and address. For non property book items, the exact location item or service is to be delivered. Include as much detail as possible (i.e bldg, trailer number

The Contracting Office that will be working the requirement (Victory, Downtown etc.)

Complete unit address to include APO and base camp for receiving unit.

Complete unit address to include APO and base camp for requesting unit

DATE item delivery is required

Leave Blank

Phone number for POC in block 10

Unit POC rank, name and e mail

Number each separate item or service requirement.

Complete description of item or service required. Equipment and supplies must be authorized ND approved

.

Unit price

Unit of issue EA, BX, PK, CN (each, box, package, carton …)

The specific purpose for requirement e. upgrade east gate force protection mp Able Sentry) .

The quantity required

Total price of requirement

Signature block of initiating officer

Signature of approving officer

Phone number of initiating officer

* Signature of supply officer

Signature block of IPBO or supply officer providing document number

* Signature of initiating officer

Complete signature block of approving officer.
Approving authority for purchases are:
LTC or above for purchases under $50,000.
COL or above for purchases under $200,000.
General Officer for purchases over $200,000.00.

NOTES: 1. Do not combine PBO items with non-PBO items in same PR&C. Include the sources and estimates in block 15. For items or services more than $2,500.00, requestor must provide three sources with estimates (required by FAR). Include Shipping Costs.

Last update: 30 Sept 2004

For questions: MNC-I C-8 @ 822-1264/1205